

FBIS-66430-88
26 April 1988

MEMORANDUM FOR Deputy Chief, Physical Security Division, PASG/PTS/OS


FROM:



25X1

Chief, Administrative Staff, FBIS

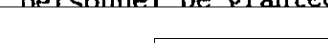
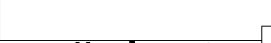

SUBJECT:

Request for U.S.P.S. Pick-Up Service at 

25X1

25X1

1. FBIS Administrative Staff has recently purchased and installed a Postage Metering machine. The machine is now installed and operational. This has eliminated the need for our personnel to hand-carry buckets of mail to the Post Office and stand in line while each piece is weighed and metered.

2. We are now requesting the same type of service currently being provided by United Parcel Service (UPS). That being pick-up only of our outgoing stamped and/or metered mail by U.S.P.S. personnel. We are also asking that U.S.P.S. personnel be granted authority to service the two existing mail boxes  Use of these boxes will allow the approximately 1000 tenants of  to mail their personal correspondence, as is now done at Headquarters  and various other Agency Buildings.

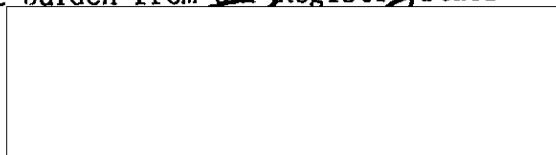
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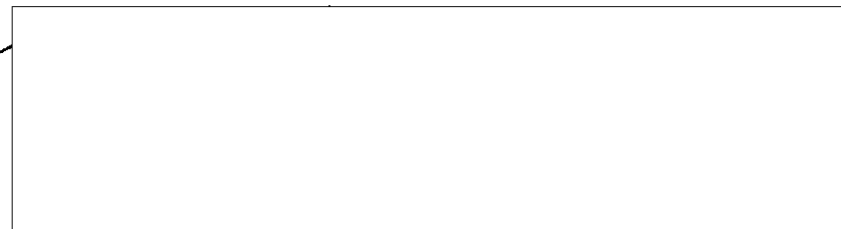
25X1

3. Your prompt and favorable response to this request will be greatly appreciated and will relieve a great burden from our Registry staff

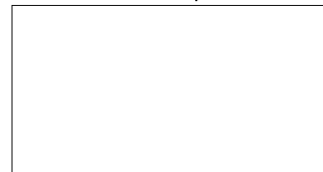
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C O N F I D E N T I A L

C O N F I D E N T I A L

ORIG: 26APR88:jc

25X1

ORIG - Adse

1 - FBIS/SO

1 - Admin Chrono

1 - FBIS Registry

C O N F I D E N T I A L

IMMEDIATE

Form
3-65

160c

(13)

CONFIDENTIAL

ROUTING AND RECORD SHEET

SUBJECT: (Optional)
Request for United States Postal Service Pick-up Service at

ADS-4-



25X1

25X1

25X1

25X1

FROM: [Redacted]
Chief, Physical Security
Division, Office of Security,
[Redacted]

EXTENSION

NO.

OS 8 2578

DATE

20 JUN 1988

TO: (Officer designation, room number, and building)

DATE

RECEIVED

FORWARDED

OFFICER'S
INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

1. C/Admin. Staff/FBIS
VIA: C/HSD
1E12 HQS

2. *Barbura*

3. C/Admin. Staff/FBIS
[Redacted]

4. *REG*

5.

6.

7.

8.

9.

10.

11.

12.

13.

14. [Redacted]

15.

② see me
[Signature]

25X1

25X1

20 JUN 1988



MEMORANDUM FOR: Chief, Administrative Staff
Foreign Broadcast Information Service

VIA: Chief, Headquarters Security Division

FROM: [REDACTED]
Chief, Physical Security Division
Office of Security

25X1

SUBJECT: Request for United States Postal Service
Pick-Up Service at [REDACTED]
[REDACTED]

25X1
25X1

REFERENCE: Memo for DC/PSD from C/Admin/FBIS, dtd 26 April
1988, Same Subject

1. This Office has no security objection to your request to install a pick-up station to be serviced by the U.S. Postal Service personnel. We understand that the mail will be stamped or metered, similar to that which is already done at the mail station in the Old Headquarters Building. [REDACTED]

25X1

2. Since there are two mail boxes in the lobby of [REDACTED] at the present time, U.S. Postal Service personnel may also pickup at these stations on a regular basis. [REDACTED]

25X1
25X1

3. A notice should be circulated by your Office indicating that the U.S. Postal Service personnel are to pick up and not deliver mail to these areas. [REDACTED]

25X1
25X1

Attachment

Concur:

20 JUN 1988

Date

25X1

25X1

C O N F I D E N T I A L

29 APR 1988

FBIS-66430-88

26 April 1988

MEMORANDUM FOR Deputy Chief, Physical Security Division, PASG/PTS/OS

FROM:

[REDACTED]
Chief, Administrative Staff, FBIS

SUBJECT:

Request for U.S.P.S. Pick-Up Service at [REDACTED]
[REDACTED]

1. FBIS Administrative Staff has recently purchased and installed a Postage Metering machine. The machine is now installed and operational. This has eliminated the need for our personnel to hand-carry buckets of mail to the Post Office and stand in line while each piece is weighed and metered.

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3. Your prompt and favorable response to this request will be greatly appreciated and will relieve a great burden from our Registry staff.

CONCUR:

CONFIDENTIAL